

**INEEL WATER INTEGRATION PROJECT MEETING MINUTES**  
**Wednesday, February 27, 2002**

**Attendees:**

<b>Name</b>	<b>Organization</b>	<b>E-Mail Address</b>
Doug Burns	INEEL	<a href="mailto:deb4@inel.gov">deb4@inel.gov</a>
Jan Brown	INEEL	<a href="mailto:browjm@inel.gov">browjm@inel.gov</a>
John Tanner	Coalition 21	<a href="mailto:pust@srv.net">pust@srv.net</a>
Al Yonk	INEEL	<a href="mailto:yonkak@inel.gov">yonkak@inel.gov</a>
Dave Fredericks	INEEL Oversight Program	<a href="mailto:dfrederi@deq.state.id.us">dfrederi@deq.state.id.us</a>
Brad Bugger	DOE-ID	<a href="mailto:buggerbp@id.doe.gov">buggerbp@id.doe.gov</a>
Jeff Perry	DOE-ID	<a href="mailto:perrjn@id.doe.gov">perrjn@id.doe.gov</a>
Richard Kauffman	DOE-ID	<a href="mailto:kauffmrm@id.doe.gov">kauffmrm@id.doe.gov</a>
Kendall Kincaid	DOE-ID	<a href="mailto:kinkaikl@id.doe.gov">kinkaikl@id.doe.gov</a>
Aran Armstrong	Northwind	<a href="mailto:aarmstrong@nwindenv.com">aarmstrong@nwindenv.com</a>

**On Phone:**

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Beatrice Brailsford	Snake River Alliance	<a href="mailto:beatrice.brailsford@environet.org">beatrice.brailsford@environet.org</a>
Dave Rydalch	INEEL Citizens Advisory Board	<a href="mailto:weedfree@fretel.com">weedfree@fretel.com</a>
Stacey Francis	INEEL	<a href="mailto:syf@inel.gov">syf@inel.gov</a>
Ken Kapsi	DOE-Richland	<a href="mailto:Kenneth_A_Kapsi@rl.gov">Kenneth_A_Kapsi@rl.gov</a>

**Review of Action Tracking Log and 30-day Look Ahead**

Several completion dates on the 30-day Look Ahead Schedule were revised as a result of activities since the last meeting as follows

**Project Execution Plan (PEP) Development**

Review PEP with Citizen's Advisory Board – 3/19/02 or 3/20/02

**Stakeholder Communication Activities**

Review draft public involvement plan – 3/15/02

(note: the draft plan will be available on the website next week)

**INEEL VZ Roadmap Development**

Prioritize technical uncertainties – 4/3/02

**Website Information**

Information to be posted on the website needs to be sent to Jan Brown by COB Tuesdays to be posted on the website in time for the Wednesday meetings. Stacey Francis will be the backup when Jan is not available.

## **Stakeholder Involvement Activities**

Jan Brown presented the Stakeholder Involvement Plan outline. The preamble is a first cut of expressing the principles discussed at the retreat, notably the interest of Idahoans in effects of INEEL activities on the Snake River Plain Aquifer and the desire to trust and have confidence in INEEL scientists and officials.

Much of the rest of the Plan is taken from existing INEEL documents. Suggestions for additional items to be incorporated included:

Specifically include internal stakeholders (INEEL employees)

Add Hispanic population as stakeholders (1/4 of Minidoka County is Hispanic)

Add Measures of Success

Discussed how to include interface with outside agencies (USGS, DEQ/Oversight, EPA). The Water Integration Project isn't looking to override the authority of the other agencies, but to increase collaboration and cooperation. Agreed that the relationship needs to be described in the Stakeholder Involvement Plan, but detailed in the PEP.

Jeff Perry asked that representatives from outside DOE and the INEEL provide specific ideas on measures of success. It was suggested to contact Hanford (Mary Harmon works for DOE-HQ on Richland projects.) regarding how they measure success.

John Tanner expressed concern that there were relatively few outside stakeholders involved at the retreat. Doug Burns reiterated that efforts to expand the audience are ongoing. John also suggested that it was better to go to the stakeholders rather than expect them to come to you. This can be accomplished by not only meeting with individuals, but attending meetings with existing groups and organizations.

The Stakeholder Involvement Plan will be available on the website by next Wednesday, and comments are due to Jan Brown by March 15, 2002.

## **Prioritization Criteria Value Engineering Session**

The VE session will be rescheduled once it is confirmed the principles will be able to attend. Target dates are 4/2/02 and 4/3/02. It was reiterated that public values need to be reflected in the criteria developed.

Stakeholders who do not attend the VE session need to be solicited for input. The following action items were identified.

- Brad Bugger will develop a list of people/groups who should be contacted for input.
- Doug Burns will draft a set of questions to elicit what they think is important.
- Al Yonk will write a brief description of the VE sessions goals and expected output.
- Jeff Perry will write up a short description of the Water Integration Project.
- Deficiencies documents need to be available on the webpage.

By 3/13 – meetings set up for input in person or by phone

By 3/20 - Input should be received

By 3/27 – Information needs to be sent out to VE participants so they have time to read and become familiar with objectives, input, and process

The list of VE session participants has been revised. List will be sent out and posted to the website. The session will be two full days. First, the group will establish the criteria, then they will use the criteria to prioritize the uncertainties. Concerns about the composition of the group and the use of the output of the session were expressed. It was explained that the intent is to help develop a path forward using an informed, defensible process and to help DOE make better decisions, not to justify decisions.

### **Announcing INEEL Progress**

Jeff reported on attending the Water Resources Committee Meeting where USGS:

- presented their new conceptual model,
- explored implications for the current INEEL model, and
- discussed how to work with USGS to verify and validate the model.

As INEEL and its partners start to integrate programs and projects successfully, we need to get that information out, both internally and externally. The group discussed how to spread the good news about work integration via the website, iNotes, the Weekly, etc. Beatrice Brailsford noted that we also need to mention bad news – lessons learned from not being integrated.

Jeff Perry will write up the information from the Water Resources Committee and all will think of a title for a “congratulations” feature to recognize accomplishments.

### **Next Meeting**

Wednesday, March 6, 2002.